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Revised on 11/2017



## City of Salisbury

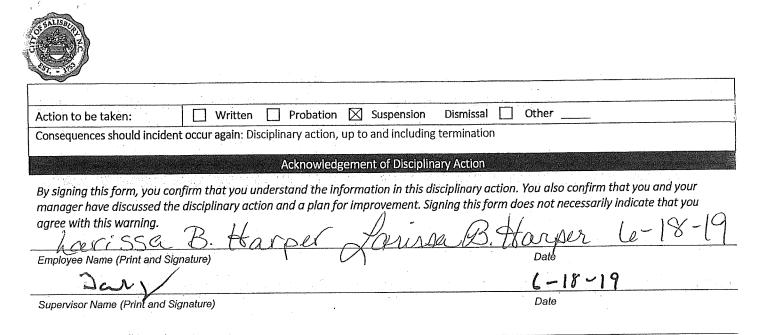
Disciplinary Action Report (DAR)

				Disciplinary 7 totio				
Employee Information  Employee Name: Larissa Harper Date: 6/18/19  Employee ID: 4464 Job Title: Downtown Development Director  Supervisor: Zack Kyle Department: Downtown Development								
Type of Offense								
	Attendan	ce		Carelessness			Insubordination	
	Lateness	ateness		Failure to Follow Instructions			Rudeness to Employees or Customers	
	Standards of Conduct		$\boxtimes$	Unsatisfactory Work Quality			Violation of Policies or Procedures	
. 🗆	Violation	on of Safety Rules		Other,				
Previous Warnings								
	RECORD OF DIS		USSION	WRITTEN S		SUSPENS	SPENSION BY WHOM & DATE	
1 <sup>st</sup> Warning				X				Zack Kyle, 12/5/18
2 <sup>nd</sup> V	<sup>nd</sup> Warning				,			
3 <sup>rd</sup> V	Varning	-						
Employer Statement Regarding Incident								
Description of Infraction:  On December 5, 2018, you received a written warning in regards to untimely email and phone call responses and for being late to meetings. After being notified that an email on certified retirement communities had not been responded to from June 5, 2019, it was necessary to audit your emails. It was found that over 1600 emails are currently in your inbox and a lot of those emails have not been opened/read.  You were asked on May 16, 2019 to have a staff member track her time and work activities and to turn this report in no later than June 14, 2019. This was not completed.  In preparing a presentation for City Council, you met with your supervisor and changes to the power point were requested. On June 11, 2019, in a meeting with the Officers, these changes had not been made.  Pattern of lateness discovered upon reviewing Keyscan, electronic building security system. Consistently arriving to work after 9:30 am. City business hours are 8:30 am - 5:00 pm.  As a Director, you are responsible to manage your time and daily tasks/projects. Making excuses for why things aren't being completed is not acceptable. The items listed above are a violation of 5.7- Standards of Conduct, as outlined in the City Policy Manual.								
<ul> <li>Plan for Improvement: (Include training, follow up meetings etc.)</li> <li>3 day suspension due to the neglect of duties (6/19/19, 6/20/19, 6/21/19)</li> <li>Have staff member track her work activities for the next 3 weeks. This report should be turned in on July 15, 2019</li> <li>Minimize time away from the office in order to complete your priority assignments</li> <li>Provide a 6 month review to supervisor by July 12, 2019</li> <li>Clean up in-box by July 22, 2019</li> <li>Notify supervisor if you will be more than 30 minutes late to work</li> </ul>								

Name of HR Staff

Print Name and Signature

FILE OF COPY OF THIS REPORT WITH THE HUMAN RESOUCES DEPARTMENT



Witness Name (Print and Signature) if employee understands warning but refuses to sign

and reprimand for tasks that are a minority compared to the overall, majority of successes I have accomplished in only a year and 8 months. This is a new department of the city, was is a new structure for both the City and non-profit, as well as all MSD business of property owners to understand. Colucating all parties on this structure, brillioning a new department with original inadequate stiff or no training for the original inadequate stiff on training for the original inadequate stiff of the original

Date

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